

ADMINISTRATIVE - INTERNAL USE ONLY

INSTRUCTION NO.
LI 22-2

LI 22-2
TRAVEL
Revised 17 May 1974

STATINTL

SUBJECT : Reimbursement for Official Use of Privately Owned Vehicles

REFERENCE: [REDACTED]

1. PURPOSE

This instruction establishes the Office of Logistics policy regarding reimbursement for the official use of privately owned vehicles (POV's).

2. POLICY

- a. As a general rule, employees will not be reimbursed for travel when Agency and/or other U. S. Government shuttle service is available for Agency use. In extraordinary circumstances when the need for transportation cannot be met by the scheduled shuttle service, an employee may be reimbursed for use of POV provided prior authorization is granted in each specific case.
- b. The officials listed below are:
 - (1) Authorized reimbursement for use of POV, including travel between locations serviced by the shuttle service, when deemed more advantageous to the Government and the Agency than other means of transportation; and
 - (2) Designated Office of Logistics (OL) authorizing officials for reimbursable use of POV for employees under their supervision.

Director of Logistics
Deputy Director of Logistics
Executive Officer, OL

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Chief, Plans and Programs Staff, OL
Chief, Procurement Management Staff, OL
Chiefs of OL Divisions
Chief, [REDACTED] SD/OL

STATINTL

This authorizing authority may not be redelegated.

STATINTL

[REDACTED]
FRANCIS J. VAN DAMM
Director of Logistics

S-E-C-R-E-T

INSTRUCTION NO.
LI 22-2

LI 22-2
TRAVEL
15 April 1970

SUBJECT : Reimbursement for Official Use of Privately Owned
Automobiles

REFERENCE: [REDACTED]

25X1A

1. PURPOSE

This Instruction establishes the Office of Logistics policy regarding reimbursement for the official use of privately owned vehicles (POV).

2. POLICY

An employee may be reimbursed for the use of his POV on official business when authorized and/or approved by an authorized approving officer.

3. PROCEDURES

a. Travel orders are not required for:

- (1) Travel within the Washington metropolitan area which is defined as including the District of Columbia; the cities of Alexandria, Fairfax, and Falls Church, Virginia; Arlington and Fairfax Counties, Virginia; and Montgomery and Prince Georges Counties, Maryland.
- (2) Travel between the Agency Buildings and the locations listed in paragraph 3c below when no per diem is claimed.

S-E-C-R-E-T

GROUP 1 Excluded from automatic downgrading and declassification

25X1A

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- (5) If authorized or approved as being more advantageous to the Government, reimbursement may be made for mileage from residence to any official TDY location; however, reimbursement will be computed based on total mileage driven less mileage from residence to normal duty post at the rate of 12 cents per mile.
- d. Form 2646, "Claim for Reimbursement for Petty Cash Expenditures," may be used to claim reimbursement for authorized use of a POV. Approving officers for such claims in the Office of Logistics are the Director and Deputy Director of Logistics, the Executive Officer, the Assistant Executive Officer, and Division Chiefs. Division Chiefs' authority is limited to those personnel within their respective Divisions. After the responsible officer has approved the claim, it may be presented for payment to the Office of Finance, or to the custodian of an imprest fund authorized to disburse funds for local travel.

[REDACTED]

JOHN F. BLAKE
Director of Logistics

25X1A

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S-E-C-R-E-T

INSTRUCTION NO.
LI 22-2

LI 22-2
TRAVEL
Revised 19 April 1974

SUBJECT: Reimbursement for Official Use of Privately Owned Vehicles

REFERENCE: [REDACTED]

STATINTL

1. PURPOSE

This instruction establishes the Office of Logistics policy regarding reimbursement for the official use of privately owned vehicles (POV).

2. POLICY

- a. As a general ^{rule,} use, employees will not be reimbursed for travel when Agency and/or other U. S. government shuttle service is available for Agency use. In extraordinary circumstances when the need for transportation cannot be met by the scheduled shuttle service, an employee may be reimbursed for use of POV provided prior authorization is granted in each specific case.
- b. The officials listed below are:

- (1) Authorized reimbursement for use of POV, including travel between locations serviced by the shuttle service, when deemed more advantageous to the Government and the Agency than other means of transportation; and
- (2) Designated ~~OL~~ ^{OFFICE OF LOGISTICS (OL)} authorizing officials for reimbursable use of POV for employees under their supervision.

DIRECTOR OF LOGISTICS
DEPUTY DIRECTOR OF LOGISTICS
Executive Officer, OL
Chief, Plans and Programs Staff, OL
Chief, Procurement Management Staff, OL
Chiefs of OL Divisions
Chief, [REDACTED] /SD 102

STATINTL

This authorizing authority may not be redelegated.